## **Onboarding Checklist for Hiring Manager**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **New Hire Name:** | |  |  | **Department:** |  |
| **Manager Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  |  |
|  |

Managers please check the boxes below and add dates to indicate that you have completed and/or covered this information with your New Hire. During the onboarding of your New Hire, you should be preparing and covering the following information. This will ensure that your New Hire has a smooth transition into their department. This will also help them feel more successful in their role. By double clicking the grey fields, you can fill this document out electronically. Please forward to [employeerelations@asante.org](mailto:employeerelations@asante.org) once complete to be included in the personnel record.

|  |  |
| --- | --- |
| **WELCOME** | |
|  | Email or call to new hire within 48 hours of receipt of acceptance of job offer to congratulate and welcome them to Asante. |
| **Workspace Cleared** | |
|  | * Prepare Locker, Desk or Workspace (if applicable). This could include things like desk, computer, software, phone, voicemail setup instructions, mailbox, etc. If additional software is needed, please fill out a MyTECH request, which can be found under WebBasedApps. * Invite new member to necessary organizational, department/unit meetings and add to distribution lists |
| **New Hire Schedule** | |
|  | Confirm new hire’s start date with Recruiting team. Start Date:       **(double click on grey boxes to add date)** |
|  | Email welcome letter and schedule the week prior to NEO to the new hire. Include date, time and who they will be meeting with when first arriving to the unit/department. Date letter sent: |
|  | Call new hire one week before start date. Date:   * Congratulate the new hire and welcome him or her to the team * Provide an overview of the first week on the job (orientation, schedule, tasks, dress code, etc.) * Ensure new hire understands instructions for the first day of orientation and first day in the unit/department * Provide a contact for additional questions/issues that arise before start date |
|  | Call new hire on day one of virtual orientation. Date:   * Congratulate the new hire on their first day and ask how day one orientation went   + Any challenges you can help navigate?   + What did they learn?   + What are they most excited about? * Remind them of their first day on the floor schedule and who they will be meeting with   + Provide a campus map if needed |
|  | Assign New Hire a mentor/buddy (limit this to one or two people for the first couple weeks). |
|  | Schedule a One-on-One meeting once a week for the first three to four weeks with your new hire. Review One Year Success Plan. This will give your new hire a chance to touch base with you regarding their experience in the first few weeks. |
|  | Setup 30/60/90 Day Check-in on your calendar. Scheduled Dates:  *If you do not know their schedule that far in advance, setup a reminder a week prior to their 30/60/90.* |
| **Meet & Greet** | |
|  | Plan on meeting with your new hire when they first report to your unit/department. If possible take them for coffee or lunch. Scheduled Date:   * If you are unable to meet with your new hire on day one of them starting in the department/unit, identify a mentor or buddy to greet them. This mentor/buddy needs to be prepared and ready to orient the new hire to the team, i.e. no surprises. |
|  | Complete the New Hire Orientation Checklist in ALEC: |
|  | Introduce new employee to staff members, supervisor, and mentor/buddy/preceptor. |
|  | Give tour of department, including restrooms, break room, safety features (fire extinguishers, emergency exits, etc.) |
|  | Ask new hire if they have any questions or concerns. |

Fo

By signing this document, it is acknowledged that all items on the checklist have been completed by the employee’s direct leader or designee. Please forward completed and signed document to [employeerelations@asante.org](mailto:employeerelations@asante.org) to be included in the employee’s personnel record.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leader’s Printed Name